| Team Member Names | Contact Information (e-mail, cell, Facebook, etc.) | Preferred Contact Method / Limitations (ex. no calls after…) |
|---|---|---|
| Member 1 | Contact 1 | Pref 1 |
| Member 2 | Contact 2 | Pref 2 |
| Member 3 | Contact 3 | Pref 3 |
| Member 4 | Contact 4 | Pref 4 |
| Member 5 | Contact 5 | Pref 5 |
| Member 6 | Contact 6 | Pref 6 |

| Team Member Names | Strengths related to teamwork and the team's assigned task. | Weaknesses related to teamwork and the team's assigned task. |
|---|---|---|
| Member 1 | Strength 1 | Weakness 1 |
| Member 2 | Strength 2 | Weakness 2 |
| Member 3 | Strength 3 | Weakness 3 |
| Member 4 | Strength 4 | Weakness 4 |
| Member 5 | Strength 5 | Weakness 5 |
| Member 6 | Strength 6 | Weakness 6 |

## 1. What are your team's goals for the collaboration?

*These should relate to the team's performance on the project as well as the processes that the team will follow to complete the project.  What are your team's expectations regarding the quality and timeliness of the team's work?*

Goals

## 2. Who is responsible for each activity? What roles will each member have?

*Don't forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil's advocate), ensuring that everyone's opinion is heard, etc.*

Roles

### 3. What is your timetable for activities?

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

Timetable

### 4. What are your team's expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?

Attendance

### 5. What constitutes an acceptable excuse for missing a meeting or a deadline?  What types of excuses will not be considered acceptable?

Excuse

### 6. What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?

Emergency Process

### 7. What are your team's expectations regarding the quality of team members' preparation for team meetings and the quality of the deliverables that members bring to the team?

Preparation

### 8. What are your team's expectations regarding team members' ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?

Contributions

### 9. What methods will be used to keep the team on track?

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

Monitoring